

Class Title: Salary and Benefits Specialist

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Coordinates and supports personnel in payroll procedures and payroll input. Performs bookkeeping activities, and resolves problems in payroll procedures. Maintains automated systems and physical files, verifies employment, and provides accurate interpretations of benefits. Overall job purpose is to maintain all job and benefit changes for each employee of the City. This entails coordinating with all departments and their Human Resources Generalist, reviewing the employee's employment status and benefit eligibility, counseling employees and/or the departmental payroll representatives, and processing payroll and benefit updates. It is necessary to define business rules, define base benefits, establish an employee's benefit eligibility and compensate the employee. It is further necessary to ensure accuracy, completeness, and consistency with applicable laws and rules and regulations regarding both payroll processes and benefit entitlement. This job class often participates on required data gathering and testing teams to ensure that the business rules and all applicable guidelines are followed for new and updated system applications.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Processes payroll by entering and updating employee information in the system, verifying accuracy of paperwork concerning compensation plans, policy and procedure manuals, and applicable ordinances, obtaining additional pertinent information, maintaining personnel status changes, deducting wage withholdings, generating reports and queries for use in wage loss statements, child support and worker's compensation issues, and facilitating the New Employee Payroll/Benefits Orientation 2-3 times a month.
2	S	Verifies employment of active or inactive employees by receiving phone calls, faxes, and letters from various parties and walk-ins, locating records to obtain the information requested, researching Legacy, personnel history cards, and Central Record microfilm, corresponding with the Retirement Bureau, and running inquiries.
3	S	Performs pay adjustments for all departments by calculating the number of days employee should be paid at the new rate, entering information onto a spreadsheet, entering adjustments into HRIS, and sending a copy to the employee's file. Maintains leave, pay and benefit records for Human Resource staff including seasonal employees such as Municipal Interns, Rising Seniors and Norfolk Public Youth Corp. Spreadsheets are maintained on these employees to assist in information requests for statistics, time worked and total gross cost to the department.

CSC Adopted: January 2006, CSC Revised: _____

Physical Strength Code	ESSENTIAL FUNCTIONS
4 S	Gathers, organizes and analyzes employment information in relation to the employee's benefit eligibility. Once eligibility is established, this job class is responsible for controlling event maintenance issues and reconciling all out of sequence occurrences and disconnects which result from inconsistencies in an employee's job information and actual benefit entitlement. All information input into an employee's job record or history creates an event in Benefit Administration requiring manual processing of each action on each individual employee. Enter the annual open enrollment elections for the entire City of Norfolk employee base.
5 S	Instructs, assists, and supports department payroll representatives by ensuring proper procedures are followed, completing leave audits, and helping them to complete personnel status reports. Provide support in functional areas of the department including recruitment and employment, personnel records, employee relations, compensation management and training. Assists with payroll processing by reviewing, analyzing and resolving payroll error messages, entering adjustments and evaluating whether employees throughout the City are eligible for leave with/without pay. Analyzes and recommends enhancements to the payroll system, reviews new releases, tests system upgrades and fixes and verifies results for accuracy. Coordinates and provides training for end users of the payroll system.
6 S	Enters wage withholding orders on 250+ employees to start, stop, or amend a current child support case issued by the Division of Child Support Enforcement of VA (DCSE). Must maintain a spreadsheet to accompany a semi-monthly payment to identify each individual employee's amount of deduction and which case the funds should be allocated to. Responsible for responding the DCSE and employee requests for information and payment histories. Responsible for reporting all newly hired employees each pay period to the New Hire Reporting Center of the DCSE which results in the addition of new withholding orders.
7 S	Processes and reviews benefit applications and address issues by ensuring that information is properly entered into the payroll system, updating and maintaining computerized benefit records, reviewing a variety of insurance applications for accuracy, staying informed of changes to benefit programs, managing enrollment, cancellations, and payroll deductions for insurance and determining the impact of a problem and assisting in the resolution.

CSC Adopted: January 2006, CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Over four years experience.
Certifications and Other Requirements	N/A
Reading	Work requires the ability to read legislation, employee files, Policy and Procedure Manual, Norfolk City Code, Compensation Plan, ordinances, bills, verification requests
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write interoffice memos, documents, correspondence and manual warrants.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required.

CSC Adopted: January 2006, CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Distributing paperwork, copier, fax machine, filing
Sitting	C	Computer, desk work, meetings, answering telephones
Walking	O	To/from meetings, to/from office equipment, delivering correspondence
Lifting	O	Paperwork, storage boxes, large report binders
Carrying	O	Paperwork, storage boxes, large report binders
Pushing/Pulling	R	Filing cabinet drawers, office furniture, storage boxes
Reaching	R	Filing in cabinet drawers, shifting items above work area
Handling	C	Storage boxes, files, report binders, office equipment
Fine Dexterity	C	Computer keyboard, desk work, calculator, telephone keypad
Kneeling	R	Filing, retrieving files
Crouching	R	Retrieving files and filing in lower cabinet drawers
Crawling	N	
Bending	R	Retrieving files
Twisting	N	
Climbing	R	Stairs to retrieve file
Balancing	N	
Vision	C	Computer screen, desk work, paperwork, reading
Hearing	C	Staff, supervisors, loan officers, attorneys, presentation, meetings
Talking	C	Staff, supervisors, loan officers, attorneys, presentation, meetings
Foot Controls	N	
Other (specify)	N	

CSC Adopted: January 2006, CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

General office supplies, computer, standard Microsoft Windows and Office software, laser or inkjet printer, fax machine, copy machine, calculator, telephone, microfilm, PeopleSoft, PeopleSoft Query, Legacy, RightFax

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	C
Emergency Situations	O
Frequent Change of Tasks	C
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	C
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3)